



LIBRARY POLICY

Mission

To provide an inviting dynamic space and up-to-date reading and learning materials that encourage students of all ages to read, learn, create, develop and build knowledge.

Vision

To become a learning and reading hub and a place where students of all ages want to be.

Aims:

- To promote and nurture reading for pleasure.
- To foster effective information-handling skills throughout the entire school community.
- To encourage independent learning in an age-appropriate way.
- To provide a diverse, comprehensive and balanced range of resources to support the education, information and recreation needs of the school community and the spiritual, moral, social and cultural development of students.
- To promote literacy and enjoyment of reading.
- To develop and maintain an accessible collection of both print and nonprint materials for all students and staff.

Opening Hours and Access:

RISU has a primary and a secondary library. These are open Monday to Friday from 8am-5pm and on Saturday from 9am-12pm.

During these times, there are weekly timetabled sessions for classes from EYFS - Y9 drawn up at the start of the academic year. Y10-13 teachers can book class sessions as needed. Both libraries are open at break and lunch times for student and staff access.

Parents are welcome to visit and use the libraries from 3pm-5pm on Monday-Friday and Saturday morning from 9am-12pm.

School Librarian Role:

Both librarians are responsible for:

- Loans and overdue system, including record keeping, issuing of letters following timescales and handing information to accounts.
- Keeping records of books weeded out and an up-to-date list of books that need replacing and new stock needed.
- Keeping the library displays up-to-date.
- Regular Bookflix page in the student newsletter (*Ingoma* - biweekly newsletter).
- Keeping the library space welcoming and tidy.
- Organising, in conjunction with the English coordinators, the scholastic parent orders, Aristoc visits and author visits.

Circulation Rules, Loans and Overdue Books:

General-

1. Books can be borrowed for 2 weeks.
2. The borrower may renew the book up to 3 times by showing it to the librarian, who updates the due date.
3. Parents may borrow up to 4 books. These will be put on their child's card but are additional to the child's borrowing.
4. Staff may borrow books on their own cards.
5. Staff/ parent overdue books will be handled in the same way as student overdue books (see below).
6. Staff books not returned/paid for will be deducted from their final salary as per the school's 'offboarding' procedures.
7. All students may borrow books over the Christmas and Easter holidays but must return books for the summer holidays. Students may only keep books over the summer holidays if their fees for Term 1 are paid. The librarian will check this.

Primary-

1. If after 2 weeks, a borrowed book has not been renewed, a letter is issued by the librarian that is handed to the class teacher (Primary) as well as emailed to the parents to ensure the parents receive it (email cc'd the class teacher and accounts). The librarian will follow up every 2 weeks by email to parents (cc class teacher and accounts). Any overdue books not paid after 4 weeks will be marked as lost and passed onto accounts to be invoiced separately for the full cost of the book. Accounts will generate invoices for lost books termly. A list of all students who owe the library is also printed out at PTCs and given to the class teacher who then talks to the parent of the child.
2. Children in primary school may borrow 2 books (1 fiction and 1 non-fiction or 2 fiction if not of same series).
3. Each primary class card may borrow up to 30 books.

Secondary-

1. If, after 2 weeks, a borrowed book has not been renewed, a fine of 2,000ugx per week is levied. This is communicated to the borrowers and their parents via email from the librarian. Any overdue fines not paid after 4 weeks will mean the book will be marked as lost and passed onto accounts to be invoiced separately for the full cost of the book. Accounts will generate invoices for lost books termly.
2. Year 10 and 12 secondary students may keep textbooks over the summer holidays with permission from the secondary librarian.

Management of Stock and Weeding:

Purchase-

1. Money collected in accounts from lost or damaged books will be written in a separate primary books ledger (which also includes lost or damaged class readers) and separate secondary books ledger. This will be checked on by the librarians and their line managers, who will check the amount with accounts every term and confirm what it should be spent on.
2. Money raised from the scholastic book club or commission from Aristoc sales will be jointly spent by librarians and English coordinators.
3. Any purchasing of new books will follow school purchasing procedures.
4. A separate budget will be agreed to buy new releases and continue to update library stock (to be agreed at SLT level annually).
5. The English coordinator may decide to allocate some of the English budget for library books or class readers as the need arises.

Weeding-

Weeding will take place half-termly in both libraries. This involves taking any books that are mouldy, tatty or damaged off of the shelves and removing from the system. These will be donated or thrown away depending

on their condition (the decision to be made by the librarians and their line managers). Any books that need to be replaced will be added to the online wishlists (primary and secondary) by the librarians and English coordinators.

Damage or loss of library materials:

Any library material that is damaged or lost by the student, staff or parent must be replaced with a copy of the same or paid for in full in the accounts department.

The Library Space:

Both libraries contain a number of PCs available to students and teachers to use as well as fiction, non-fiction, poetry and textbooks.

Primary tablets will be stored in a cabinet in the library for charging. In secondary, there are charging points for students to make use of to charge their own devices.

Both libraries should be comfortable, welcoming places containing areas to study, areas to relax with a book and easy-to-access shelves depending on the age of the children.

Libraries and librarian desks should be kept clean, tidy and free from clutter.

Behaviour Expectations:

- Children will remove their shoes to go onto the carpeted areas.
- No eating or drinking in the libraries.
- Secondary students will leave their bags and water bottles at the designated places in the library.
- Children will be accompanied to the library by their teacher or teaching assistant unless by prior agreement with the librarian.
- Children will be taught by the librarian to respect the library environment including placing books back carefully and careful handling of the books.
- Children will keep noise levels to a minimum.

Last reviewed August 2024

To be reviewed June 2026